

MEMORANDUM FOR: See Distribution

SUBJECT: Watergate - Agency File Review

REFERENCE: Inspector General Memorandum of 26 March 1974,  
same subject.

1. General. The term "Watergate" means many things to many people, and it is therefore difficult to give specific instructions regarding your responses to the reference. While the instructions do not call for a "comprehensive" review, that is what it adds up to. Those files that are not reviewed will nevertheless have been considered and eliminated from the review by an officer of sufficient experience and judgment to do so. The fact that a file has been previously reviewed and rejected is not necessarily a valid criterion; in retrospect, the facts that we now know about Watergate may make the file a valid candidate. The object of the drill, according to the IG staff, is "no more surprises."

2. Previously Reported Items. Contrary to paragraph 7 of the "Guidelines" attachment to the reference, the DD/S&T wants everything reported that could in any way be construed as being associated with Watergate. We want to establish as complete a file as possible and not be forced to search the files to negate possible future requests on the subject. In the case of activities previously reported, documentation and a complete description are not required. Simply report the item and provide a reference to the previous submission.

3. Individuals or Organizations Associated with Watergate (Para. 8 of "Guidelines").

All associations or contacts must be reported, whether or not you judge that they are connected with Watergate. This

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applies to contractors as well. In the latter case, however, when the judgment has been made that there is no possible connection with Watergate, a simple summary statement will suffice. An example would be the [ ] contract - "a contract to analyze foreign air defense equipments and systems funded at an average level of \_\_\_\_ K for the past \_\_\_\_ years."

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4. Submission of Report. There is no specific report form, and the Directorate report will be tailored largely by the response from the Offices. In the case of newly reported items, however, documentation should be included when available, memoranda for the record, etc. If there are cases where nothing is available in the files, interviews should be forwarded if they can be obtained. The deadline for submission to this office is COB Friday, 3 May. However, the object of this drill is thoroughness, if need be at the expense of a timely submission. So, once your review is underway and it becomes obvious that you need more time, please let me know; the IG's office will undoubtedly be amenable to an extension.

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[ ]  
Executive Assistant  
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